

JOB READINESS ACTIVITY VERIFICATION FORM

Participant Name: _____ **RID #:** _____
Please Print Name

Participation Hours: ☐ **30 Hours** ☐ **20 Hours** ☐ **Other** _____

When you are getting FANF cash assistance you must participate in approved work activities. One of the work activities is job readiness. **At your NHEP Orientation, you got a *NHEP Planning for Success Job Readiness Portfolio*.** You must complete all Portfolio sections to get credit for this job readiness work activity. Enter the time you spent working on the Portfolio sections on this form. You must bring the completed Portfolio and this form to your next NHEP appointment. This form is your proof of time spent in this job readiness work activity.

If you have questions, call your NHEP Employment Counselor Specialist (ECS).

Assignment	Date	Time Spent	Date	Time Spent	Date	Time Spent	Total
Section A							
Section B							
Section C							
Section D							
Section E							
Section F							
Section G							
Generic Job Application							
Other							
Other							

Total Time Spent:

By signing below, I state that the above information is true and accurate.

Participant Signature

Date

By signing below, I state that I have reviewed the hours for this activity.

NHEP ECS Signature

Date

For Official Use Only
 ECS Reviewed/Entered in New HEIGHTS
 Initial/Date: ____/____/____